



CANFIELD HIGH SCHOOL

2026-2027

STUDENT-PARENT HANDBOOK 2026-27
CANFIELD HIGH SCHOOL
CANFIELD, OHIO

MISSION STATEMENT

As a school community, we educate, motivate, and innovate for individual lifelong success.

VISION STATEMENT

We will create an educational environment that nurtures the whole child, inspiring each student to reach their highest potential.

The purpose of this handbook is to give general information about the operation of Canfield High School. It is not an attempt to recreate the Canfield Local School District Bylaws, Guidelines, and Policies. For specific information and/or information not included in this handbook, please contact the high school administration or visit the district website.



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I Academic Information

Honors Program

Honors Diploma (State of Ohio)
Cum Laude Society (Canfield High School)

There are specific criteria for both Honors Diplomas and Cum Laude Society. Please consult the Course Description Guide (in the “Guidance” link) posted on the Canfield High School website or contact the administration for details.

*The GPA used to determine Cum Laude Society and Honors Diplomas will be calculated at the end of the 1st semester of the Senior year. **Please note that the GPA will not be rounded.**

National Honor Society

The National Honor Society (NHS) is a service honorary recognizing students who have not only excelled academically, but also demonstrated leadership, character, and service. NHS is a special privilege available to Juniors and Seniors who meet specific requirements when being considered for membership. *For more information, please refer to Quick Links: National Honor Society on the Canfield High School website or ask an NHS advisor.

Final Exams and Final Grades

All teachers must give final exams in some form in all classes. The exam must take place during the scheduled exam period.

Grade Reports and Parent Access

Report cards are distributed at the end of each grading session of the school year. There will be two grading sessions per semester. Parents have continual access to student grades via ProgressBook. Final report cards are only posted online. The school applies the following grading system:

- 90 to 100 = A =Excellent Achievement
- 80 to 89 = B = Good Achievement
- 70 to 79 = C = Satisfactory Achievement
- 60 to 69 = D = Minimum-Acceptable Achievement
- 59 and below = Failure = No Credit

Schedule Changes and Assignments

It should be remembered that pre-registration affords a student more than ample opportunity to arrange his/her schedule. Therefore, the only schedule changes that will be considered will be those necessitated by:

1. Administrative discretion
2. Missing prerequisite class or grade
3. Failed class
4. Erroneously scheduled into a class previously passed
5. Gap in schedule
6. **Students will have until 11:59 pm on the 3rd day of a new course to email their counselor requesting to drop a course**

*Any student who requests to be removed from a class and doesn't meet the above criteria may drop the class with a WF (Withdraw Failure) and be placed in a study hall. **The high school can NOT and will NOT honor any individual teacher requests.** Please consult the course description guide (found on the school's website) and/or the school counseling office if you have any questions.*

II Attendance and Late Arrival

It is the belief of the Canfield Local Schools that regular school attendance is vital to the academic, personal, and social needs of all students. Regular attendance promotes good citizenship, responsibility, character, and personal integrity. It is the basic responsibility of the parent to ensure the proper and consistent attendance of the student. **Students and families are reminded that attendance is part of the student's official transcript.** If a student violates the attendance/late policy, driving privileges, early release, participation/attendance at extra-curricular activities, dances, or any privilege may be revoked. With this in mind, the following policy has been adopted. (See Canfield Local School Policy 5200)

Absence/Excused

The Board and the Ohio Administrative Code consider the following factors to be reasonable excuses for time missed at school:

- a) Personal illness (*a written physician's statement verifying the illness may be required*)
- b) Illness in the family necessitating the presence of the child
- c) Quarantine of the student or home
- d) Death in the family
- e) Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- f) Observation or celebration of a bona fide religious holiday
- g) Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
- h) Such good cause as may be acceptable to the Superintendent
- i) Medically necessary leave for a pregnant student in accordance with Policy 5751
- j) Service as a precinct officer at a primary, special or general election
- k) College Visitation: 3 day maximum; college visits must be verified
- l) Parent note or Phone call (10) per school year. This also applies to late arrivals; any over 10 will be considered unexcused

***Absences are counted as excused if the attendance secretary was notified the day of the absence by the parent/guardian or the student brought in a signed, dated note from the parent/guardian within 24 hours of his/her return to school. Excused absences are not counted in truancy calculations.**

Absence/Unexcused

When a student is not reported off and all attempts to contact a parent/guardian were unsuccessful the student is unexcused. These absences count in truancy calculations.

Chronic Absenteeism

Chronic Absenteeism is defined by the Ohio Department of Education and Workforce as missing 10% or more of the school year (instructional hours) for any reason—excused, medically excused, unexcused, and/or suspensions. Chronic Absenteeism is listed on the State of Ohio Report Card as a percentage.

*HB 96 requires schools to notify parents when students have missed 5% and 10% of the instructional hours. Missing an average of 2 days/month (18 days) puts a student at risk of becoming Chronically Absent. Research shows school attendance is highly correlational with academic success. Please make attendance a priority.

Truancy

Truancy is defined as missing class or school without a legal reason. Any student leaving the building without one of the above stated forms of permission will be considered “out of the building - unauthorized” and/or truant, and may be subjected to discipline consequences.. A student leaving the building for a legitimate reason but without permission will have the absence marked as unexcused.

A student will be deemed “Habitually Truant” if the student is absent without excuse for:

1. 30 consecutive hours of instruction or
2. 42 hours of instruction during one calendar month or
3. 72 hours of instruction during one school year.

The parent/s and/or legal guardian of a student who is deemed “Habitually Truant” will be required to comply with school adopted policies and procedures to address the student’s truant behavior. If a student is habitually truant, and the student’s parent/legal guardian failed to cause the student to resume attendance, the Superintendent may file a complaint with the Juvenile Court and/or take other appropriate intervention actions as set forth in Board policy. In addition, truancy may result in loss of privileges to make up work, denial of promotion, loss of academic credit, intervention plans, and restricted privilege. School or class truancy: credit for missed assignments may be given to a student who is deemed habitually truant at the discretion of the administration.

Early Release

Please be fully aware that **early release is a privilege and not a right**, and that privileges require responsibility. Seniors—and Juniors with work release/mentoring assignments—may qualify to participate in early release.

Requirements:

1. Students must have completed a Student Early Release form with a signature from a parent/guardian, guidance counselor, and an administrator.
2. Students are expected to be consistently in school and on time. *Students who have more than 6 late arrivals each 9 weeks and/or miss over 5 Unexcused days of school in each 9 weeks will forfeit Early Release.
3. Have no more than 1 failing grade at the end of each 9 week grading period.
4. Students are expected to drive to and from school in a safe manner.
5. Students are not permitted to return to school grounds without administrative approval.
6. Students are not permitted to take others with them when they leave who do not have early dismissal.
7. Students may not have any serious disciplinary offenses.
8. Display a parking tag and follow all student driving and parking policies at all times.
9. Follow the directives of the administration, teaching staff, and all other adults in the building.

Please understand that if any student violates the above rules and conditions, their early release privilege will be revoked and the student will be placed in Study Hall.

Late Arrival To School

Students must be in Prime Time prior to the 7:45 AM tardy bell. Students not in Prime Time at this time or arriving at school after 7:45 AM throughout the end of the day are considered late arrivals. All students arriving at school after 7:45AM must sign in with the Attendance Secretary and receive a note to class.

It is understood that there are unforeseen reasons causing a student to be late to school. Therefore, a student **will not be penalized** for the first 3 unexcused late arrivals in each 9 weeks. Technically, students

could be late 12 times during the school year without any discipline consequences. Late arrivals will start over each 9 weeks. However, the following consequences apply for each subsequent "Late to School" per 9 weeks.

3 Unexcused Late Arrivals = Written Warning

4 Unexcused Late Arrivals = AM or PM Detention (parent notification)

5 Unexcused Late Arrivals = 2 AM or PM Detentions

6 Unexcused Late Arrivals = 1 Hour Extended School Day Detention

7+ Unexcused Late Arrivals = 2 Hour Extended School Day Detention **and** loss of Early Release

Make Up Work Policy

Each type of absence has specific guidelines regarding make up work.

A) Excused Absence: students may make up work if the parent has provided a valid excuse to the attendance secretary within 24 hours of his/her return to school. It is the responsibility of the student upon return to school to contact the teacher and make arrangements to schedule make-up work.

B) Unexcused Absences: No work will be allowed to be made up, and the student will receive no credit for those days missed.

Note-As a general rule, students are expected to make up educational activities within a time period equal to the number of days that were missed. There are exceptions. Examples:

- a) If a student is absent on a Monday, and returns to school on Tuesday, he/she is expected to have all make-up work completed by Wednesday.
- b) If a student is absent on the day of a test, he/she is expected to take the test on the day of return.
- c) If any project or paper is due on the day of an absence, it must be turned in on the day of return.
- d) If a student arrives late with an excused late arrival or absence on the due date of an assignment, he/she must turn in the assignment that same day.
- e) If a student leaves school with an excused absence on the due date of an assignment, he/she must turn in the assignment (paper, project, etc...) to the teacher before leaving school.
- f) If a student is late unexcused, he/she may receive a late penalty for make up work.

The teacher has the latitude to make special arrangements when extraordinary circumstances occur. It is up to the student to speak to the teacher about any special arrangements.

Request to Leave School Early/Illness

Students are expected to stay in school the entire day. THE ONLY ACCEPTABLE REASONS TO LEAVE SCHOOL ARE: 1) doctor's appointment, 2) court appearance, 3) illness, 4) emergency situation. In the case of a doctor's appointment or court appearance, the event must be verified with a note from the doctor or court. With illness the student must first report to the nurse's office and be evaluated. In the case of emergency, requests must be approved by the administration.

In all cases, whether or not a student is 18 years of age, a parent or guardian must be contacted by the administration before a student is permitted to leave. All sign outs not verified by the administration/secretary will be treated as truancy with appropriate penalties assessed.

Vacations

The Canfield Local Schools realize that some parents can't control the dates of their vacations. We also realize that many problems can arise from leaving high school children at home for long periods of time. It is for this reason we will excuse students for vacations under the following conditions:

- a) Students must complete a Vacation/Future Absence form 1 week in advance for all excused vacations. Please refer to Quick Links: Forms & Bell Schedules on the Canfield High School website, or pick up a form from the office.
- b) The student must make arrangements with his or her teachers regarding make up work.
- c) The vacation must be approved by a Principal, or the absence may be unexcused.

III Emergency and Safety Procedures

Medication/Illness/Injury/Immunizations

No medication will be distributed by secretaries. No medication is allowed in the school unless in compliance with Canfield's medication policies. All injuries must be reported to a staff member or the office. A student who becomes ill during the school day should request permission to go to the nurse's office. An appropriate adult in the office will determine whether the student should remain in school or go home. All arrangements with parents must be made by a staff member. Students are not permitted to use school phones or cell phones to call parents without permission from a school official. All students must have all immunizations required by law. All students must have a current and complete Emergency Medical Authorization Form on file in the school. Please contact the school nurse for more complete information about any medical issue. (See Canfield Local Schools Policy 5330)

Safety Drills

Safety drills will be staged during the school year according to the laws of the state of Ohio. Any student who disrupts or does not follow the directions of staff during any safety drill will be dealt with severely. Safety drills are important to ensure the well being of all occupants of the building. The school requires complete cooperation from all students.

IV General Information

Adult Students

All students, regardless of age, are required to abide by all school regulations. Violations of school regulations may result in disciplinary consequences.

Advertising

Any item (signs, fliers, posters, etc...) that is going to be distributed or displayed on school property or at school events (home or away) must be approved by the building administration in advance. No exceptions!

Asbestos

Please be advised that asbestos is in the high school building in the following areas: floor tile, art kiln, chemistry exhaust hoods, pipes in the ceiling and roof area of the gym. Certain precautions should be taken. Do not remove or disturb the ceiling tile. Avoid hitting the pipes in the gym with objects.

Bags

Generally, students are encouraged to leave bags in their lockers. All bags or similar items are subject to inspection by staff for safety purposes. If carrying a bag to class becomes a safety hazard, other arrangements will need to be made. This is at the discretion of the administration/staff.

Deliveries to Students

The school cannot accept and will not deliver personal gifts, food items (fast food, pizza etc...) or "greetings" to students. Do not deliver or have delivered gifts, flowers, personal greetings, food items, etc., and these items may be disposed of.

Enrollment in the School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. Documents must be provided to prove residency and/or guardianship. Please contact the high school office for more specific information. (*See Canfield Local Schools Policy 5112*)

Equal Education Opportunity

In compliance with 1) Title VI of the Civil Rights Act of 1964, 2) Title IX of Educational Amendments of 1972, and 3) Section 504 of the OCR Vocational Educational Guidelines the Canfield Local School District has adopted a nondiscrimination policy on the basis of race, color, creed, handicap, religion, sex, ancestry, national origin, or social/economic background. Any complaint regarding this discrimination policy should be referred to the Superintendent., 100 Wadsworth Street, Canfield, Ohio. Telephone: 330-533-3303. The board of education has established procedures for processing student grievances related to this nondiscrimination policy. Copies of the student grievance procedures and assistance are available from the Central Office.

Fees

Students may be charged fees for certain classes and activities pursuant to Board Policy 6152. School fees are waived per Ohio Revised Code 3313.642, for any student that qualifies for free lunch status. All workbooks, textbooks, and other materials issued by the school are the responsibility of the student. If they are lost or damaged, an appropriate charge will be made. A fee, not to exceed \$30, will be charged for all returned checks.

Guests/Visitors

Reporting visitors' presence in the building is a legal requirement (ORC 291.7211). Students may not bring to school any guests or visitors during the school day. Any adult who has business in the school must provide picture identification, sign in at the attendance desk and wear a visitor's badge at all times.

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. For additional information contact the administration.

Lockers/Textbooks

The State of Ohio deems it a proper function of school authorities to periodically inspect lockers. Maintenance and care of textbooks and lockers are the individual responsibility of the student to whom they are assigned. Any damage or loss of a textbook or locker will require restitution. **LOCKS ARE STRONGLY URGED TO BE UTILIZED ON ALL LOCKERS IN THE SCHOOL.** It is the student's responsibility to purchase a lock and use it. This includes lockers in the hall, band room, athletic, and PE lockers, or any locker in the building.

Students are responsible for the care of their own personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. Locks may be cut off during an emergency situation.**

Lunch Periods

It is important to remember that classes are held during lunch periods. **Students are expected to stay in the cafeteria during the entire lunch period.** Any student who needs to leave the cafeteria must secure permission/pass from a staff member. The following procedures are in place:

- a) Students are not permitted in the parking lots during lunch or the school day.
- b) Food and drinks must remain in the cafeteria. Students are permitted to take bottles of drinking water to class.
- c) All students are expected to return cafeteria utensils and refuse to the designated clean up area.
- d) There shall be no reason for hall traffic during lunch periods. Students are expected to use the restrooms and drinking fountains in the cafeteria.
- e) No delivery items will be permitted without administrative approval.
- f) Safe, Respectful, and Responsible behavior is expected in the cafeteria just like any other school setting. Students who do not follow these expectations may be assigned a specific area to eat lunch and be assigned discipline consequences.

Mahoning County Career and Technical Center

Any student disciplinary action taken by the MCCTC is reciprocal with the home school. In addition, any student disciplinary action taken by the home school is reciprocal with the MCCTC. Suspension and/or expulsion of a student from either school is reciprocal.

School Counseling Office

School counselors are available to all students and are assigned alphabetically. The counselors are willing to help students with a variety of problems as well as make referrals to others. Though much information is available in the office, students must be responsible for making their needs known. School Counselor assignments are as follows:

- a) Mrs. Reed A-K-Grades 9-12
- b) Mrs. Kalina L-Z-Grades 9-12

Students With Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. In accordance with State and Federal mandates the District assesses and appropriately services students with disabilities. Please contact the administration to inquire about evaluation procedures, programs, and services.

V Student Activities

Athletic/Extracurricular Activities

- All Athletic teams (25 in total)

Art Club	Band/Flagline	Canfield Players (Play and Musicals)
Chem Club	Choir	Circuit Birds (Robotics)
Dungeons & Dragons Club	Interact Club	Key Club
Leo's Club	Model U.N.	Newspaper (<i>The Cardinal Chronicles</i>)
Speech & Debate	Student Council	YSU English Festival
Y-Teens	Yearbook	

- Any Extracurricular activity representing CLSD

Canfield High School offers a wide variety of athletic and non-athletic activities for students. A participant conduct code is posted. This code is in accordance with Ohio Law, the Ohio High School Athletic Association, the Canfield Athletic Council, and Canfield Local School Board. The participant conduct code authorization must be signed by the student and his/her parents and returned to the respective coach to be filed by the Athletic Director. If the authorization is not returned, participation will be denied. **Students have no absolute right to participate in or attend athletic/extracurricular activities. Involvement is a privilege, not a right. Students may be denied from attending these activities.** Any student who misbehaves at an extra/co-curricular event is subject to discipline consequences and may be banned from attending future events.

Academic Expectations - All teams, clubs, and organizations that represent CLSD in any kind of event or competition are expected to follow the OHSAA Academic guidelines for eligibility. These same expectations will be used to determine eligibility for the previously designated clubs and organizations.

Attendance Expectations - All Students are required to be at school by 10:30 AM.

- If a student arrives after 10:30 without a doctor's note or legal excuse, then they will not be eligible to participate in that day's event.
- If a student signs out without a doctor's note, legal excuse, or leaves school early due to sickness they will not be able to participate that day.

School Sponsored Clubs and Activities

All school sponsored clubs and activities must be approved by the administration and follow district guidelines. (See *Canfield Local Schools Policy 5840*)

School Sponsored Dances

Canfield High School sponsors 3 major dances: Homecoming, Sweethearts, and Prom.

Homecoming/Sweethearts: Open to all CHS students grades 9-12. Juniors and Seniors may ask a special guest (date) from another school with administrative approval. Recent high school graduates may attend as special guests if they are under the age of 21. These dances may be held in the high school cafeteria and are subject to fire codes restricting the number allowed in a confined area. We may suspend ticket sales if we are in danger of violating any safety codes.

Prom: Open to all CHS 11th and 12th grade students. Juniors and Seniors may ask a special guest (date) from another school. 9th and 10th grade students may be special guests (dates). Recent high school graduates may also attend as special guests (dates) if they are under the age of 21.

The administration reserves the right to deny permission to guests who are not in good standing with their home school or Canfield High School. If a student or guest attends a dance, a breathalyzer may be used to determine sobriety. Attending dances is a privilege, not a right. Students placed on Restricted Privilege cannot attend dances.

Student Fundraising

Student fund-raising by approved school organizations whose funds are managed by the Treasurer may be permitted in school by the principal. Student fundraising in school may occur only when the funds are used for school purposes or for an activity connected with the schools.

VI Student Conduct

Positive Behavior Interventions and Supports (PBIS)

WHAT: **Positive Behavioral Interventions and Supports (PBIS)** is a proactive, evidence-based framework designed to improve student behavior and social-emotional skills, create a positive school culture, and enhance academic outcomes. Rather than relying on punitive discipline, PBIS focuses on **preventing problem behaviors** by explicitly teaching and reinforcing **positive behaviors** school-wide and intervening quickly when students need additional support.

PBIS operates on a **three-tiered system of support**:

- **Tier 1 (Universal):** School-wide expectations, proactive strategies, and consistent reinforcement for all students
- **Tier 2 (Targeted):** Small-group interventions for students who need additional support
- **Tier 3 (Intensive):** Individualized plans for students with significant behavioral challenges

Using **data-driven decision-making**, PBIS helps educators identify trends, intervene early, and create a structured, predictable learning environment where students feel safe, supported, and ready to learn.

WHY? **PBIS creates strong conditions for learning, enhancing both student and staff engagement.** When students feel safe, supported, and know what's expected, they're better prepared to learn and succeed. PBIS is more than just rewarding students—it lays the foundation for learning. Schools implementing PBIS report **significant reductions in office discipline referrals, suspensions, and expulsions** (Bradshaw et al., 2010).

It supports academic success by:

- Creating a positive, safe, and engaging school environment.
- Explicitly teaching and reinforcing expected behaviors.
- Reducing disruptions that interfere with learning.
- Addressing behavioral and mental health needs that act as barriers to achievement

Administrative Statement

It is the responsibility of all students to read and follow the rules, regulations, and board policies of the Canfield Local Schools. If there are any questions or concerns about any rules or policies, please contact the high school administration. Student rules and consequences are general in nature. Students are expected to: act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; complete tasks on time as directed; help maintain a school environment that is safe, friendly, and productive; act at all times in a manner that reflects pride in self, family, and in the school.

The administration reserves the right to use its discretion in enforcing the rules and consequences. Due to a broad range of behaviors, mitigating circumstances, and a sincere desire to modify misbehavior rather than simply assign predetermined consequences, the administration will use discretion as it sees fit. (*See Canfield Local Schools Policy 5500*)

Please note: The Common Application and certain universities are now asking for information regarding student attendance, suspensions, and expulsions.

Attendance/Participation at Extra/Co-curricular Events

Attendance/participation at any school-sponsored activity, home or away, subjects one to reasonable rules and regulations. ***All school rules apply to Canfield High School Students while participating in and/or attending extra-curricular events.*** If the behavior of anyone in attendance (parent, guest, student, participant, adult or minor) becomes disruptive, disrespectful, demeaning, or dangerous they may be required to leave the event immediately. School authorities have the right, authority and affirmative obligation to take action against disruptive behavior at any school event. Students, parents, and fans may be denied entrance to any and all school events in the future.

Attendance at school-sponsored events is a privilege and not a right. Any student who violates a school policy may be prohibited from attending all extra and co-curricular activities in the future. "Students prohibited from participation in all or part of any extra-curricular activity are not

entitled to further notice, hearing, or appeal rights.” (Board Policy 5610.05) Spectator guidelines include:

- A. Cheer enthusiastically for your team. No rude or inappropriate cheers.
- B. No cheers or communication should be directed toward the referee, or opposing coaches, players, cheerleaders, and fans.
- C. Stay off the playing surface at all times.
- D. Honor, integrity, and character at all times.
- E. Take pride in being a Cardinal!!!

Cell Phone/Personal Communication Device (PCD) Use

This policy is in accordance with Ohio House Bill 250 and Canfield Local Schools Board Policy 5136.

- 1. Students may possess a cell phone or related device (smartwatches, etc.) in school, but it must be turned off and not visible (“Off and Away” from CVMS). *Students may use their cell phone if the school nurse has authorized them to monitor or address a health concern in accordance with an IEP or 504 plan*
- 2. Cell phones cannot be used in any area of the school except as directed by a staff member.
- 3. Teachers may require students to place their phones in a designated area when entering their classroom; to be retrieved when they leave that classroom.
- 4. Students may use their cell phones on school transportation; however, any behavior that creates an unsafe environment may result in the loss of this privilege.

The misuse of cell phones/PCDs includes, but is not limited to:

- 1. The video/audio recording or photography of students or staff members without their consent.
- 2. The video/audio recording of any classroom materials (tests, assessments, etc...) without teacher approval.
- 3. Accessing, sharing, disseminating inappropriate content, including pornography, material with abusive language, drug/alcohol/weapon related content, or any information deemed harmful, shocking, or inappropriate.
- 4. Using technology for interactive communication in the form of posts on social media websites, including but not limited to Facebook, Twitter, Tumblr, Instagram, SnapChat, and other Blog/Chat/Messaging sites, during school hours or time spent in school transportation.

5. The use of any electronic device in a non-use area. Non-use areas include, but are not limited to, restrooms, locker rooms, and the auditorium/gym during assemblies.

6. Any and all harassment/bullying and intimidation behaviors per the Ohio Revised Code: **Harassment**
(1) "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. (2) "Harassment, intimidation, or bullying" means either of the following: (a) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (i) Causes mental or physical harm to the other student; (ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. (b) Violence within a dating relationship. (ORC 3313.666)

*Any violation that involves potentially illegal activity may result in confiscating the cell phone/PCD and turning it over to law enforcement.

Consequences for inappropriate use of electronic devices:

1. Detentions, Saturday School, Alternate Learning Environment (ALE), or Out of School Suspension; and Expulsion with possible referral to law enforcement agencies.
2. If instructed to turn over a device, students are expected to do so without argument or confrontation. If students do not comply with a staff member's request, they may be sent to the main office.
3. Students may lose the privilege of using an electronic device on school grounds.

Internet Connection

Students may connect to the Internet using their Internet provider, however, accessing and/or sharing inappropriate web content will result in confiscation of the electronic device until a parent/guardian retrieves it from the school, and possible consequences ranging from, but not limited to, detention, suspension, expulsion and/or the involvement of local law enforcement. Canfield High School will not be responsible for any Internet connection expense.

Lost or Damaged Device

Canfield High School assumes no responsibility for the theft, loss, or damage of an electronic device brought to school or on the district's buses. Students bring these devices to Canfield High School at their own risk.

Policy Exemptions and Exclusions

Building and District Administrators reserve the right to designate district classrooms and areas as non-use areas at any time as needed. The district also reserves the right to revise or amend this policy at any point to ensure a safe and appropriate educational environment. All assistive technology devices are permissible for use in the Canfield Local Schools in accordance with IEP and 504 accommodations.

Printing

All printing must be done using the student's district issued Chromebook or any other school computer.

Cheating/Plagiarism/Use of AI/NLP

At Canfield High School cheating and plagiarism are two of the most serious offenses that threaten the educational goals of students. Cheating and plagiarism are defined as:

- a) Using another person's work in any form as your own.
- b) Copying or using another person's homework, test, book report, term paper, or any assignment or material used in the course.
- c) Using as your own, any person's ideas, expressions, or words without giving the original author credit including downloaded material from the Internet.
- d) Having in your possession or preparing to have any material or device which may give an unfair advantage.
- e) Failing to follow any and all testing procedures or instructions announced by the instructor.
- f) In any way taking unfair advantage to complete an assignment or any assessment.
- g) Any misuse of AI Chatbots or sites.

Consequences for Cheating/Plagiarism/AI & NLP Use:

- 1st offense - grade of "zero" for the assignment or assessment
(Plagiarism of a research paper may result in course failure.)
- 2nd offense - grade of an "F" for the 9 weeks
- 3rd offense - possible removal from class and a letter grade of "F" for the Final grade

*All instances will also be put in a student's discipline file and could jeopardize the student's access to any and all academic honors and awards (NHS, Academic Awards, etc.).

Falsifying signatures, data, or refusing to give proper identification or giving false information to a staff member is prohibited and subject to disciplinary consequences.

Use of Artificial Intelligence/Natural Language Processing (NLP) Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools. They should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism. Any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. **Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:**

A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.

B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for

research projects or data analysis assignments – e.g., scientific experiments and marketing research.

C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Department as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Chromebook Use

All students are expected to bring the school issued Chromebook to school, charged, every day. Use of computers or any electronic device (including phones) is a privilege, which requires responsible student actions. Damage to or misuse of computers will not be tolerated. Any student found using the computer, e-mail, or the Internet, et.al. to transmit/receive profane, obscene, threatening messages, etc., may lose all computer/phone privileges and, depending on the severity of the offense, may be suspended/recommended for expulsion with notification of the action submitted to the proper authorities. This also includes the use of the Internet, e-mail, et.al. from home or any other place off school property when the information is profane, obscene, threatening, or degrading and disrupts the

good order and educational process of the school. (Additional guidelines, found in board policy governing computer use, will be followed and are available for inspection in the Main Office.) If a student uses a laptop in school, he/she is not allowed to print off the network. Should printing take place, disciplinary consequences will follow and the student will no longer have the privilege of bringing the laptop to school.

All students may be required to sign an AUP (Acceptable Use Policy) before using computers in the school.

Chronic Offenders

Chronic offenders of school policy, school rules (curricular and extracurricular) and/or classroom procedures will be subject to restricted or denied privileges, suspension and/or expulsion.

Disrespect/Insubordination

All students will comply with the directions of all school personnel (teachers, aides, coaches, bus drivers, kitchen staff, maintenance, etc.) during any period of time the student is properly under authority of the school. This will include all rules and regulations at school sponsored activities home or away. Any sign of disrespect to any adult or student will be dealt with severely. **Non compliance, disrespect, and insubordination in any form may result in discipline consequences that may include suspension or expulsion.**

Disruption of School Days and/or Events

Students who by words, acts or deeds directly or indirectly incite others or themselves to commit violence or disrupt the atmosphere or order and discipline of the school day may be subjected to suspension or expulsion. For example, but not limited to, a disruption would include: bomb threats, setting off fire alarms, use of incendiaries (firecrackers, smoke bombs, etc.), strikes or walk-outs, stink bombs, **any threat of violence**, and or the impeding of free flow of traffic to or within the school. **Also included would be any prank or activity, which the administration deems to be disruptive to the educational process or puts others at risk.** Anyone violating this policy may be referred to the Canfield Police Department.

Dress Code

The Canfield Local Schools believes that the dress and appearance of the student is the basic responsibility of the parent or guardian. It is the purpose of this code to ensure that the educational process may occur without interruption. Freedom of expression is one of the basic civil liberties of the American way of life. With this liberty comes the responsibility of good citizenship manifested through decorum, modesty, common sense, and decency, which enhance the process of education. With this in mind the following guidelines and policies are offered to ensure the optimal learning environment for all students.

- 1) Clothing must be generally clean and in good repair. No *badly* torn, cut, or ripped clothing is permitted. Holes 3" above the knee must be covered.
- 2) Shirts, blouses and all tops must be long enough to cover the anterior and posterior stomach area. All tops must have sleeves that cover the entire top of the shoulder. Mesh or see through tops are prohibited.
- 3) Students should be neat, clean, and "covered." "Outerwear" must cover "underwear."
- 4) Hats, sweatbands, bandanas, scarves, sunglasses, or any garment that covers the head are not to be worn or carried during the school day. Religious exemptions may apply. Sweatshirts with hoods may be worn but the hood may not cover the head.
- 5) NO SHORTS OF ANY STYLE MAY BE WORN. Capri style pants which extend below the knee to the calf may be worn. Pants must be worn at the waist (no undergarments should show) and may not be oversized or undersized.
- 6) Short dresses or short skirts are not permitted with the specific intent of preserving decorum and modesty. Dresses and skirts must be three (3) inches from the top of the knee or longer. The administration will be the final judge on the appropriateness of skirt length.
- 7) Appropriate footwear must be worn at all times. Gym classes may require athletic shoes.
- 8) Wallets with chains, spiked jewelry, or any item or garment which poses a safety risk is prohibited.
- 9) Clothing or accessories with writing, pictures, or slogans referring to or suggestive of inappropriate, derogatory, or offensive language, alcohol, drugs, tobacco, or obscenity are prohibited.
- 10) Any student whose appearance, as determined by the administration, is distracting or disruptive to the optimal learning environment will be considered in violation of this code.
- 11) Dress code violations will result in immediate correction and disciplinary penalties may apply. The typical progression is as follows: first offense=warning, second offense=detention, third offense=extended school day detention. All violations will require the parent to bring to school proper clothing while the student attends "ALE." The Administration serves as the final authority on all matters related to dress and grooming.

Drugs, Alcohol, and Tobacco

The school prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law. This would include but not be limited to drugs, alcohol, and tobacco. HB 535 makes it a violation of state statute to sell or possess so-called “look alike drugs/alcohol” when represented as controlled substances falsely represented to be a different type of illegal drug. The same penalties and procedures contained in the drug/alcohol policy shall be applied to the above infractions. The following steps will be taken in the discipline of students involving tobacco, alcohol, and other drugs. (*See Canfield Local School Policy 5530*)

Students participating in Qualifying Activities (school sponsored athletics, marching band, and/or students who wish to obtain a parking permit) are to adhere to the regulations described in the ***Canfield Local Schools Drug Testing Policy***. This policy can be found on the district website.

Drug and Alcohol Use

- 1) Information will be gathered. It is confidential and known only to those involved.
- 2) A parent conference will be held and recommendations made which may include the following: Participation in an insight group, an outside assessment, urine/blood screening, and plan of action. The student and family must follow all recommendations made by the school.
- 3) Students who violate the drug/alcohol policy will be suspended with possible recommendation for expulsion. First Offense will result in an immediate 10 day Suspension with possible reduction if the student and parent cooperate and follow all recommendations including outside assessments and possible blood/urine screenings. While suspended from school, students are denied extra curricular activities. Repeated offenses could result in a 10 day suspension and may carry a recommendation for expulsion. Attendance at extra/co-curricular events may be denied.
- 4) A record of any offense will remain on the student's records. All such records should be expunged when the student leaves school.
- 5) If a city ordinance is broken the Canfield Police may be notified. Any illegal controlled substance or paraphernalia will be considered contraband and will be turned over to the police.

Drugs or Alcohol: Sale and/or Distribution

- 1) The sale or attempted sale and/or distribution of drugs, alcohol, or any chemical substances on or in the area of the school property or at any school-related function at home or away shall result in the recommendation for immediate expulsion for up to 90 days.
- 2) A report will be filed with the Canfield Police Department.
- 3) After the expulsion period, a condition for re-admission may include participation in the tobacco, alcohol and/or drug awareness program, assessment and completion of all recommendations from the agency.

Fighting/Assault/Threatening Behavior

Behaving in such a way as to threaten or cause fear or physical injury to any student, members of the professional/classified staff, or visitors may result in suspension and or expulsion depending upon the severity of each case. Acts of hostile bodily contact among students in or on school property, or while in attendance at any sponsored activity at home or away may result in suspension depending on the circumstances. **If a student is approached in a hostile manner by anyone they are expected to “walk away,” avoid hostilities, and contact the nearest staff member immediately.** The aggressor may be dealt with in a more severe manner than the second party involved. Please understand that the determination of “who started it” can only be based upon what was seen or heard and can be verified, not on what happened last period or last week.

Gambling

Gambling (i.e., playing a game of chance for stakes) is prohibited on school grounds or at any school sponsored event home or away.

Late to Class

Late to class is defined as reporting to class after the tardy bell has rung without a written excuse. The following penalties will be applied for late to class:

- 1st late to class - 1 Detention
- 2nd late to class - 2 Detentions
- 3rd late to class - Extended School Day Detention

Profanity, Explicit/Inappropriate Material

Profanity and obscene gestures, sexually explicit material, signs, pictures, and publications are not a part of an educational atmosphere and will not be tolerated. Use or possession of profanity or explicit material in any form will result in appropriate penalties, including but not limited to detention, Saturday school, or suspension. Any material, language, etc... that is demeaning to any person or group of people is prohibited. **Violations involving school personnel may result in suspension.**

Public Displays of Affection

There is a time and a place for all activities, and schools are not appropriate areas for public displays of affection. The key words governing this policy are “common sense” and “maturity”. Students who engage in public displays of affection make others feel uncomfortable, cause a distraction, and disrupt the order of school. Public displays of affection will not be tolerated and could result in discipline consequences.

Removal From Class

A teacher may remove a student from class for disruptive behavior. This is a serious offense that disrupts the educational process. The student shall report directly to the office and speak to an administrator. Discipline consequences will apply. **If the problem becomes chronic, the student may be removed from the class with a letter grade of “F”.**

Removal, Suspension, and Expulsion

Students may be removed or excluded from school when they pose a continuing danger to persons or property or represent an ongoing threat of disrupting the educational process. Such removal may be for a period of less than 24 hours without being subject to suspension and expulsion. An administrator may impose a suspension from school not to exceed 10 days duration. The administrator may also prohibit a student from participating in any or all co curricular and extra curricular activities in accordance with board policy. (See *Canfield Local School Policy 5610*)

School Safety Violations

The administration will not tolerate any student allowing any other student, or adult to gain entrance into the building, or have food delivered through any service. Opening, propping doors, or opening doors to meet non school employees creates an unsafe school environment. Any student who creates any kind of school safety violation will be assigned the following consequences;

- 1st Offense: 4 hour Saturday School
- 2nd Offense: 3 day Out of School Suspension
- 3rd Offense: 5 day Out of School Suspension
- 4th Offense: 10 day Out of School Suspension, with recommendation for Expulsion

School Sponsored Speech

School sponsored speech that is inconsistent with the school's educational mission may be censored.

Search and Seizure

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or the contents of any other District property. School authorities may; conduct random searches of lockers and their contents at any time without announcement; use unannounced, random canine searches; and use video cameras on school property or at school events. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be turned over to police. The school reserves the right not to return items that have been confiscated. (*See Canfield Local Schools Policy 5771*)

Sexual Harassment

Sexual harassment of any type will not be tolerated. The penalty for sexual harassment may be suspension and/or expulsion. (*See Canfield School Policy 5517*)

Skipping Class

Students must always be in assigned classes, including lunch, unless specifically given a pass/permission from a staff member.

- 1st Offense: Extended School Day Detention
- 2nd Offense: Saturday School
- Any Further Offenses: Alternate Learning Environment

Theft

Theft will not be tolerated. Theft of items such as lunches, books, notebooks, clothing, calculators, purses, money etc. will be dealt with by suspension and possible expulsion. Depending on the severity of each case, a report may be filed with law enforcement.

Threatening, Degrading, Disgraceful Acts or Gestures, Hazing, Harassment, Bullying

Harassment, hazing, extortion, intimidation, or bullying toward a student or anyone, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Hazing in any form is strictly forbidden. (see Canfield Local Schools Policy 5516). Hazing is defined as performing any act or coercing another, including the victim to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subject to hazing shall not lessen the prohibitions.

Harassment, intimidation, or bullying means: any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive education environment for the other student(s). Serious, heinous, or blatant acts need not occur more than once before discipline consequences are assigned. Discipline consequences including suspension and/or expulsion may result. (See *Canfield Local Schools 5516, 5517, and 5517.01*) All incidents of suspected behavior included above should be reported to the guidance counselor or the administration in a timely fashion.

Tobacco/ Vape/ Electronic Smoking Device Possession/Use

- 1) Tobacco and electronic smoking/vapor devices are prohibited.
- 2) Persons in possession of or using tobacco, electronic smoking/vapor devices, or associated paraphernalia will be given 1 day of ALE.
- 3) Participation in a tobacco/ electronic smoking device awareness program may be required.
- 4) A second offense will result in an Out of School Suspension and referral to the Canfield Police Department.

Vandalism

Damage and/or defacing school or private property including: buildings, grounds, equipment, motor vehicles, materials, or anything on school property may result in suspension. Full restitution is required. Expulsion may be recommended depending on the severity of each case. Damage or defacing private property of any and all school personnel, on or off school grounds will be considered to be a school related offense. Acts of this nature may also be subject to criminal prosecution. Please understand that entry in the building after normal school hours must require authorization and/or supervision. Failure to acquire such authorization shall be classified as unlawful entry.

Weapons, Ammunition, and Dangerous Instruments

Possessing, handling, transmitting, or concealing any weapon or instrument capable of harming another person shall result in immediate confiscation of the weapon or instrument, and immediate removal from school premises. Please understand that a pocket knife would be considered in this category. Suspension and/or expulsion may result. For further information refer to Section 5772 of the Canfield Bylaws and Policies and/or the administration.

DISCIPLINE CONSEQUENCES OVERVIEW

Restricted Privilege – If a student has violated certain school rules they may be denied or restricted privileges which may include but not be limited to: hall passes, driving privileges, attendance at/ participation in extra/co-curricular activities, early release, school dances, lunchroom restrictions, school assemblies, etc. The administration reserves the right to deny any or all privileges if students violate school policies.

Detention - If you receive a detention for violating a school policy, please serve it. Failure to serve it may result in further consequences. Detentions must be served on the assigned date; no exceptions. Detentions are held daily after school from 7:00 – 7:30 AM or 2:30 – 3:00 PM.

Extended School Day Detention - If you receive an Extended School Day Detention for violating a school policy, please serve it. Extended School Day Detentions may be assigned from 1-2 hours and are to be served on the scheduled date. Failure to serve it may result in further consequences. Extended School Day Detentions will start promptly at 2:30 PM. Students are expected to work productively during their time. Extended School Day Detentions will not be rescheduled due to a scheduled athletic practice, athletic contest, or any other prior commitment.

Saturday School - Saturday School is an option designed to keep students from missing class seat time. Saturday school, which is held on designated posted dates, will begin promptly at 8AM and last until all time is served but not past noon. Students are expected to work productively during their time. Students missing Saturday School may be subject to further disciplinary action including out of school suspension.

Alternative Learning Environment (ALE) – If a student is assigned to ALE, they will be isolated in the main office with the ability to do all of their school work assigned for that day. It is for infractions that rise above the level of Saturday School but not as serious as OSS. Students must remain in the ALE room. Cell phones are not permitted in the ALE room.

In ALE, students are technically not suspended and may participate in after school activities. **The student is responsible for securing work from his/her teacher and either bringing lunch or making arrangements with the administration to get lunch from the cafeteria.**

Out of School Suspension (OSS) - Suspension out of school (OSS) means that a student has been removed from all related school activities, curricular and extra-curricular, for a period of time in excess of 24 hours but not to exceed ten school days. During this time the student is not to be on school premises at any time unless brought in for counseling or conferences. **Students suspended out of school will have the right to make up work and all work must be completed and turned in on the first day they return to school from the suspension.** They may not participate in after school activities.

Student due process as prescribed and required by Ohio Law shall be followed when suspension occurs.
(See Canfield Local Schools Policy 5611)

Overnight Suspension - Overnight suspension means that a student has been suspended until such time that a parent meets with the principal or his designee to reinstate the student. This can be done before the school day begins so there will not be an interruption of the academic process. If the parent does not appear for a reinstatement hearing, the student will be officially suspended until a hearing does occur.

Expulsion - Expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities (both curricular and extracurricular) for a set number of days. **Student due process as prescribed and required by Ohio Law shall be followed when expulsion is recommended.** An expelled student is not permitted on school grounds at any time for any reason with the exception of counseling/conferences with parents. No credit shall be given for work accumulated prior to expulsion for the current semester and letter grades of "F" shall prevail and appear on the student's transcript for that current semester.

VII Transportation

School Bus

All school rules also apply to students who are riding school buses. Failure to comply with these rules will result in suspension from riding the bus and/or other disciplinary action deemed appropriate.

Student Drivers

Driving to school is a privilege, not a right. This privilege may be revoked if the following procedures and rules are not followed.

- 1) All cars must be registered and a tag displayed. Students must fill out a parking tag application, purchase a parking tag and be drug tested.
- 2) Students are not permitted to go to their car during the day without administrative approval.
- 3) Students must drive in a safe and cautious manner, abiding by all traffic regulations.
- 4) **Students must park in their assigned area.** Seniors and Juniors will be given first chance at a parking spot. We will sell parking permits to Sophomores when they are available. We have a limited number of spaces, and when they are sold students must find their own way to school or take the bus.
- 5) Parking fees are not refundable.
- 6) Students could also lose driving privileges for the following reasons: parking without a valid parking tag, parking in the wrong spot, truancy, drug/alcohol violations, excessive late arrivals to school/class, poor grades, and discipline issues.
- 7) Be advised that the school conducts K-9 drug searches in the parking lot in conjunction with the Canfield Police.
- 8) Please refer to Quick Links: Parking Application on the Canfield High School website.
- 9) **Student drivers are dismissed at 2:30 PM by the second bell at the end of 8th Period.**

